



State of Montana Job Vacancy
Department of Transportation
GREAT FALLS DISTRICT & ADMINISTRATION
DIVISION



January 27, 2009

Internal/External Statewide

An Equal Opportunity Employer

Job Title: District Financial Officer (Accountant)
Position No.: 54153302
Division: Great Falls District & Administration Division
Location: Great Falls, MT
Job Code: 132116
Type of Position: Full-Time, Permanent
Work Comp Code: 8811
Bargaining Unit / Code: Mgmt/0000-9
Band: Band 6
Annual Salary Range: 42,653 - 53,317
Supplement Required: Yes ☐ No ☒
Closing Date: 02/10/2009

Overview

Are you ready to take your professional accounting career to the next level? We are looking for a motivated accounting professional with supervisory experience to join a team of accountants, budget analysts and financial specialists. As the District Financial Officer (DFO) for the Great Falls District, you will be responsible for a variety of professional accounting duties related to MDT's varied construction and maintenance projects that are specific to Great Falls and surrounding areas. For more information about our MDT offices visit our website: <http://www.mdt.mt.gov/jobs/office-locations.shtml>

Description of Duties

On a regular basis you will be performing professional duties such as establishing district accounting controls, analyzing district budgets, and administering the district's fiscal and accounting systems - just to name a few! The DFO has a dual reporting relationship with the Great Falls District Administrator and the Chief Accountant of the Administration Division, who both rely on this position to provide and manage reliable and valid district financial information in support of MDT's mission to maintain a cost-effective transportation system. The position is physically located in the Great Falls office, occasionally traveling to surrounding offices in the district and to Helena (HQ) as needed. Read below for the education and experience requirements necessary to fill this position.

Job Requirements

In addition to your accounting expertise, MDT looks to hire employees who possess particular competencies and certain displayed behaviors. A fully successful DFO will have the following demonstrated competencies:

Analytical/Interpretive Thinking: Accurately applies general standards and requirements to specific accounting issues.

Decision Making: Evaluates multiple and ambiguous factors to resolve problems. Develops and

implements appropriate courses of action in response to opportunities and impediments.

Communicate Effectively: Carries out the vision and goals of the organization; is relied upon by others as a source for valid information; develops and maintains long lasting working relationships with subordinates, peers, and customers.

Independence of Action: Determines appropriate responses to accounting issues with minimal assistance or precedent.

Problem-solver: Develops broad strategies to utilize the least amount of resources necessary to accomplish a mission.

Teamwork: The position is expected to share knowledge with others, suggest opportunities for improving work methods, willingly accept new duties, and support fellow employees and management objectives. The position must treat others with courtesy and respect; demonstrate team leadership; coordinate the activities of multiple staff and resources; take action to create positive relationships with co-workers and business partners; and contribute to quality solutions.

Education and Experience

Bachelors degree in Accounting or a closely related field to include coursework in principles, intermediate, and governmental accounting. Two years of progressively responsible experience to include one year of supervisory experience. CPA certificate may substitute for up to one year of progressively responsible experience. A training assignment may be considered if the experience requirements are not met, however, all candidates must possess the required education.

Compensation / Benefits

Annual pay raises as granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays and up to 15 days military leave with full pay.

Application Process:

The application materials required for this position are indicated with check marks.

- ☒ Completed MDT Application (form Online APP-0506 Rev) or the Montana State Application (PD 25).
- ☐ Answers to the attached supplemental questions (include your name and the position number if not applying online).
- ☐ Professional/Employment References listed with contact information.
- ☐ Resumé
- ☒ College or University transcripts. (Copies of transcripts accepted.)
- ☐ Copies of license(s) or certifications upon a conditional offer of employment by MDT.
- ☐ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.
- ☐ Other:

VEBA: ☐ Yes ☒ No ([what is VEBA](#))

- ☐ For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).
- ☒ Consideration may be given to filling the position with a training assignment.
- ☒ Reference checks will be conducted and considered as part of the selection process.

Supplemental Questions:

N/A

Application Materials and Deadline: Complete application materials must be postmarked or sent electronically by the closing date (as indicated below) to a Montana Job Service Office or:

Montana Department of Transportation
Human Resources
2701 Prospect Avenue
PO Box 201001
Helena, MT 59620-1001

Closing Date: ☒ by 5:00 pm **or** ☐ Open until filled

If applying electronically, go to: <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online or received in the Human Resources office in Helena by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you may mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

Late or incomplete applications will not be considered. Failure to turn in all required documents will result in disqualification from the selection process.

Reasonable Accommodations: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

Applicants claiming Veteran's or Disabled Person's Employment Preference (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.